

Instructions for "Form A" (Prior Mortgage)

Form "A" is to be used when the loan was paid by someone other than the real estate lender or closer, or was paid by the real estate lender or closer under a previous transaction.

The "mortgage servicer" is either the grantee of a mortgage, or if the mortgage has been assigned the last person to whom the mortgage is assigned, or any other person to whom the mortgagor was instructed to send the mortgage payments. A person transmitting a payoff statement for a mortgage is the mortgage servicer for purposes of such mortgage.

If service by certified mail on the "mortgage servicer" is not possible because the last-known address of the "mortgage servicer" is unknown and you are unable to locate an address for the last mortgage servicer of record, attach an "Affidavit regarding no known address" (Form C) to the application. In these cases, the Division shall prepare a notice for publication and send it to you to publish, at your expense, in a newspaper of general circulation in the county in which the mortgage to be released is recorded. Notice by publication shall be once a week for three consecutive weeks and shall provide for a 20-day period following the last publication for the mortgage servicer to respond to the Division. You must then send the Division a copy of the notice along with a Certificate of Publication after the last publication date.

Submit this completed Form A to the Division along with the other supporting information requested for each mortgage to be released.

Also submit a check in the amount of \$12.00 along with the application to cover the cost of recording the Mortgage Release. Make the check payable as follows: "_____ County Recorder". (Insert the name of the county where the subject real estate is located). The check will be returned if the release is not recorded. The Division reserves the right to request additional recording fees if necessary. Some counties do charge more money for recording the release and we will contact you if this happens.

Please call the Division office if a thorough review of these materials does not answer your questions. You may contact the Division office at (515) 242-4989 or 1-800-843-0201.

Instructions for "Form B" (Mortgage paid by real estate lender or closer)

Form "B" is to be used when the loan was paid by the real estate lender or closer under the current transaction.

The "mortgage servicer" is either the grantee of a mortgage, or if the mortgage has been assigned the last person to whom the mortgage is assigned, or any other person to whom the mortgagor was instructed to send the mortgage payments. A person transmitting a payoff statement for a mortgage is the mortgage servicer for purposes of such mortgage.

If service by certified mail on the "mortgage servicer" is not possible because the last-known address of the "mortgage servicer" is unknown and you are unable to locate an address for the last mortgage servicer of record, attach an "Affidavit regarding no known address" (Form C) to the application. In these cases, the Division shall prepare a notice for publication and send it to you to publish, at your expense, in a newspaper of general circulation in the county in which the mortgage to be released is recorded. Notice by publication shall be once a week for three consecutive weeks and shall provide for a 20-day period following the last publication for the mortgage servicer to respond to the Division. You must then send the Division a copy of the notice along with a Certificate of Publication after the last publication date.

Submit this completed Form B to the Division along with the other supporting information requested for each mortgage to be released.

Also submit a check in the amount of \$12.00 along with the application to cover the cost of recording the Mortgage Release. Make the check payable as follows: "_____ County Recorder". (Insert the name of the county where the subject real estate is located). The check will be returned if the release is not recorded. The Division reserves the right to request additional recording fees if necessary. Some counties do charge more money for recording the release and we will contact you if this happens.

Please call the Division office if a thorough review of these materials does not answer your questions. You may contact the Division office at (515) 242-4989 or 1-800-843-0201.